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ROUTING AND T	RANSMITTAL SLIP	Date	03 Dec	c 87
TO: (Name, office symbol, r building, Agency/Post)	oom number,		Initials	Date
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Action	File	Note	Note and Return	
Approval	For Clearance	Per Conversation		
As Requested	For Correction	Prepare Reply		
Circulate	For Your Information	See Me		
Comment	Investigate	Signature		
Coordination	Justify			
EMARKS				

2-3+4

Attached is copy of Ol's response
to D/OLA's regnest for space to
(onsolitate. Ol is providing in
temporary basis space to
(onsolidate OLA's elements

DO NOT us	se this form as a RECORD o	f approvals, concurrences, disposals, nilar actions		
FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.		
		Phone No.		
5041-102	±U.S.GPO:1986-0-491-247/20047	OPTIONAL FORM 41 (Rev. 7-76) Prescribed by 85A		

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TRANSMITTAL SLIP

DATE
30 May 87 TO: BUILDING ROOM NO. 7024 REMARKS:

STAT

3E14

FROM:

ROOM NO.

FORM NO. 241 REPLACES FORM 36-8 (47)

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OL/FMD BUILDING

CYTCHCION

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ADMINISTRATIVE - INTERNAL USE ONLY

**1 DEC** 1987

MEMORANDUM FOR: Director of Leadership Analysis

VIA:

Deputy Director for Administration Deputy Director for Intelligence

FROM:

John M. Ray

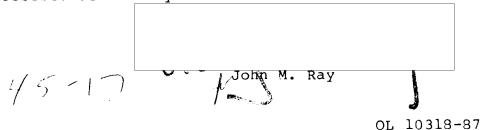
Director of Logistics

SUBJECT:

Acquisition of Space for Office Consolidation

- l. Please excuse my delay in responding to your request. As you are aware, the timing of construction in the Original Headquarters Building (OHB) is tied directly to the occupancy dates for the New Headquarters Building. We wanted to let the latter schedule firm up before responding to you, as a change in the OHB construction schedule could have a direct impact on our answer.
- 2. As it stands right now, we can let you have, on a temporary basis, the approximately 2,000 square feet of space in Room 1H5126 when it is vacated by the Office of Information Technology. Room 1H5118 is not scheduled to be vacated by the Information Management Staff until considerably later, and it is already spoken for. The 3rd and 5th floor elements you wish to relocate will probably both fit in Room 1H5126 with a little belt-tightening, a situation becoming more and more prevalent in OHB these days.
- temporary. The Political Psychology Division and the VIP Medical Division will be folded into the main Office of Leadership Analysis (OLDA) body on the 1st floor when your spaces are reconfigured. At that time, Room 1H5126 will transfer permanently to another occupant. Based on the number of positions budgeted for OLDA through 1993, the occupants to be housed in Room 1H5126 were taken into consideration when the OLDA final space allocation was calculated for the Backfill Program. The calculation was based on a standard applied to each office remaining in OHB. We know it's going to be a tight fit, but at least it will be an equitable distribution. The Backfill staff and the architectural and engineering firm they have hired to assist them will work closely with you to ensure the best possible office layout.

STAT



ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Acquisition of Space for Office Consolidation

**STAT** 

OL/FMD (30 November 1987)

Distribution:

Orig - Addressee 2 - DDA

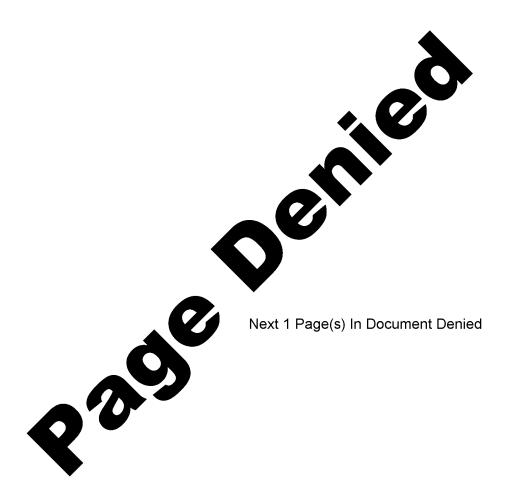
1 - DDI

1 - OL Files

1 - OL/FMD/Chrono

1 - OL/FMD/Official

1 - OL/FMD/HCS



30 October 1987

MEMORANDUM FOR: Director of Logistics

VIA:

Chief, Facilities Management Division

FROM:

Helene L. Boatner

Director of Leadership Analysis

SUBJECT:

Acquisition of Space for Office Consolidation

This memorandum is to request approval for the consolidation of the Office of Leadership Analysis by moving our Political Psychology Division (PPD) and VIP Medical Division into two first-floor spaces -- 1H5126 which is about to be vacated by OIT and a second smaller area (1H5118) now occupied by DO/IMS, but apparently seldom used. Total space for this area approximates that which would be vacated by the two divisions in 5G03 and 3G00 respectively. (See attached floor plan.)

- For your background, the two divisions have been separated from the main body of the office since LDA was created in mid-1986. Because these groups represent important analytical assets, I believe it is important to the mission of the office to move them to close proximity. Moreover, PPD must move anyway because it is in space about to be taken over by OIA.
- 3. CIT's current plan to vacate the space in question seems to present an opportunity to effect this move. Finding permanent space on the first floor for the Psychologists and Medical Doctors would reduce the number of currently foreseen moves for them and would ease EURA and CGI's situation as well, as they move into swing space.

Thank you for your attention to this matter, which I deem of great importance to my office.

STAT

Helene L. Boatner

Attachment: As stated

21688X-87

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Decla	ssified in Part - Sanitized Copy Approved for Release 2011/11/15 : CIA-RDP8	89G00643R000900090006-3
	SUBJECT: Acquisition of Space for Office Consoli	dation
	CONCUR:	
STAT		3 0 nct 1987
	Thief, Management, Planning and Services Staff	Date
	APPROVED:	
	Director of Logistics	Date

ADMINISTPATIVE - INTERNAL USE CHLT